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NAWCWDNOTE 12713
734000D
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NAWCWD NOTICE 12713

From: Commander, Naval Air Warfare Center Weapons Division

Subj: EQUAL EMPLOYMENT OPPORTUNITY POLICY

Ref: (a) NAWCWPNSINST 5300.1
(b) NAWCWDINST 12713.1A
(c) NAWCWDINST 12713.2A
(d) SECNAV memo of 23 May 94
(e) Affirmative Employment Program for Minorities and Women Multi-Year Program Plan FY98-FY02

1. Purpose. To state Naval Air Warfare Center Weapons Division's (NAWCWD) equal opportunity and employment policy.
2. Background. The Equal Employment Opportunity (EEO) Officer at NAWCWD, is firmly committed to fair employment practices and acceptable workplace conduct. References (a) through (d) promote the Department of the Navy's (DoN) commitment to equal opportunity and treatment for all DoN employees and applicants regardless of race, color, religion, national origin, age, sex, or disability; and the commitment to eradicate sexual harassment from the military and civilian work environment.
3. Employment Policy. Any form of unlawful discrimination, disrespectful conduct, or language that demeans or humiliates others will not be tolerated at NAWCWD. Supervisors and managers will base their training, selection, and advancement decisions solely on the relative ability, knowledge, and skills of a candidate. These decisions will be combined with an effort to achieve a work force representative of all segments of society. All managers and supervisors both military and civilian, will aggressively carry out the goals and objectives of the EEO Program and the Affirmative Employment Program (AEP) Plan (reference (e)). All NAWCWD managers and supervisors have primary responsibility and accountability for positive action resulting in equal employment and affirmative employment. Each manager and supervisor will communicate her/his commitment to affirmative employment to subordinates and will ensure that this commitment is reflected in daily decisions. All employees and personnel at NAWCWD are responsible for the success of the EEO Program.
4. Sexual Harassment Prevention Policy

a. Sexual harassment is a form of sex discrimination that will not be tolerated in the DoN. It destroys the atmosphere of mutual trust and respect and it seriously affects the ability to accomplish the mission. Each reported incident of sexual harassment will be investigated. Any reported or observed action, behavior, or language that could be considered sexual harassment will be treated seriously by each supervisor, manager, and employee of NAWCWD. The legal definition of sexual harassment is provided in reference (a).

b. Supervisors are tasked to read reference (a) and provide their personnel, both military and civilian, with annual training in the identification, prevention, resolution, and elimination of sexual harassment. Videotapes are available from the EEO and Employee Development Division, Code 734000D/E. Contact the division to schedule briefings.

5. EEO Discrimination Complaint Process

a. A person who believes he or she has been discriminated against is required to contact an EEO counselor within 45 days of the date the alleged discriminatory event occurred or the effective date of the alleged discriminatory personnel action.

b. If an allegation of discrimination is based on a person's race, color, religion, sex, national origin, age (40 years and over), physical or mental disability or reprisal for involvement in any prior EEO complaints, it must first be raised with an EEO Counselor **within 45 days of the discriminatory action**. EEO Counselors and staff are available for counseling, advice, and assistance and can be reached by calling 939-0200 at China Lake, California, or 989-3224 at Point Mugu, California.

6. Action. Recipients are requested to comply with this notice and to post the notice on official bulletin boards.

7. Directive Responsibility. The Deputy Equal Employment Opportunity Officer, Code 734000E, is responsible for keeping this instruction current.

/s/

R. B. Ormsbee